



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 7, 2023

REGION MEMORANDUM
PPRD-2023-05

**ONLINE SURVEY QUESTIONNAIRE FOR THE RESEARCH STUDY ON THE
DEVELOPMENT OF NEEDS-BASED TRAINING PROGRAM
FOR ADMINISTRATORS OF ANNEX SCHOOLS**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD No. 2023-001 regarding “*PPRD 2023 Research Agenda as Mechanism in the Development of Research-Enabled Innovations,*” wherein one of the research agenda to be conducted is titled, “***Needs-Based Training Program in the Establishment and Separation of Annex Schools among Administrators of DepEd SOCCSKSARGEN.***”
2. This research undertaking is in line with the Policy, Planning & Research Division (PPRD) Operations Manual (OM) 2022, particularly on Policy Development Process with focus on the sub-processes on: “Policy Implementation and Review,” which is anchored on “One DepEd, One QMS” strategic direction of DepEd CO. The focus of this initiative is to formulate a localized research-based intervention policy anchored on DepEd Order No. 40, s. 2014 on “Establishment, Merging, and Naming/Renaming of Public Schools, and Separation of Public-School Annexes in Basic Education.”
3. Generally, the study aims to formulate needs-based training program that will capacitate all administrators of annex schools for the full establishment and separation of their respective learning institution.
4. Specifically, it aims to realize the following indicative research objectives:
 - 4.a Find out the schools’ profile in terms of the: number of teaching and non-teaching staff; and Key Performance Indicators (KPIs) on: Enrolment Rate, Drop-out Rate, Graduation Rate, Promotion Rate, Completion Rate, Transition Rate, and Retention Rate.
 - 4.b Determine the school heads’ level of perceived knowledge and competence in the establishment of Annex Schools based on DO 40, s. 2014 in terms of the following: preparation of the groundworks in proposing for the establishment of school, establishment of linkages for LGU support, preparation of data requirements in the establishment of school, preparation of required documents regarding participation of Private High Schools in the GASTPE, preparation of required documents regarding proximity of proposed school to nearby existing public school, acquisition of school site in terms of size, acquisition of school site in terms of topography, requirements in the establishment of initial existence of



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classrooms, and establishing strong linkages with LGU or SDO for the school's initial operation.

4.c Determine the school heads' perceived level of knowledge and competence in the separation of Annex Schools for their full establishment based on DO 40, s. 2014 in terms of the following: requesting of School ID, securing legal basis of establishment, securing LGU's resolution for the separation of Annex School, preparation of documents in the separation of Annex School, meeting the requirements for enrolment, and acquisition of school site.

4.d Ascertain facilitating and hindering factors that affect the establishment and separation of the annex school from the mother school.

4.e Formulate needs-based training program for the administrators of Annex Schools of DepEd 12, based on the results of the study

5. To realize this worthwhile endeavor, Research Study Timeline, Profile of Respondents/Participants, Mechanics of the Online Survey and Terms of References (ToRs) are provided to ensure efficient and effective collaboration towards the realization of this research undertaking. See the following enclosures for references:

Enclosure No. 1: Research Study Timeline

Enclosure No. 2: Profile of the Respondents/Participants of the Study

Enclosure No. 3: Mechanics of the Online Survey

Enclosure No. 4: ToR for Regional Functional Division Offices (RFDOs)

Enclosure No. 5: ToR for School Division Offices (SDOs)

6. Relative to research objective 4.d, a focus group discussion (FGD) shall be conducted to involve selected group of participants who are: SGOD Chiefs and one school administrator of an Annex School per SDO to be selected by the SGOD Chiefs.

7. For inquiries and clarifications, you may reach Dr. Glenn A. Bisnar, CES through glenn.bisnar@deped.gov.ph.

8. For dissemination, information, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

References: PPRD RM 2023-001, DO 40, s. 2014

Allotment: C/o PPRD Allocation from ORD

To be indicated in the Perpetual Index under the following subject:

PROGRAM

ACTIVITIES



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GAB/PPRD/RM – Online Survey Questionnaire in the Conduct of Research Study for the Development of Needs-Based Training Program in the Establishment and Separation of Annex Schools for Administrators of DepEd SOCCSKSARGEN /005/January 07, 2023

Enclosure 1 to Region Memorandum PPRD-2023-05:

RESEARCH STUDY TIMELINE

Phase No.	Research Activity	Indicative Timeline
1	Survey Questionnaire Formulation	1 st Week of January 2023
2	Survey Questionnaire Validation	2 nd Week of January 2023
3	Conduct of Online Survey Questionnaire to the Respondents of the Study	3 rd Week of January 2023
4	Conduct of FGD to the Participants of the Study	1 st Week of February 2023
5	Data Analysis and Interpretation	2 nd Week of February 2023
6	Firming-up of Research Study	3 rd Week of February 2023
7	Dissemination of Research Findings	4 th Week of February 2023



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Enclosure 2 to Region Memorandum PPRD-2023-05:

PROFILE OF THE RESPONDENTS/PARTICIPANTS OF THE STUDY

School Division Offices	Number of School Heads of Annex Schools as Respondents in the Online Survey		Number of School Head as Participants in the FGD	Number of SGOD Chief as Participants in the FGD
	Elementary	Secondary		
Cotabato	25	12	1	1
General Santos City	5	11	1	1
Kidapawan City	1	3	1	1
Koronadal City	0	2	1	1
Sarangani	0	8	1	1
South Cotabato	40	14	1	1
Sultan Kudarat	4	8	1	1
Tacurong City	2	0	1	1
Total	77	58	8	8



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Enclosure 3 to Region Memorandum PPRD-2023-05:

MECHANICS OF THE ONLINE SURVEY FOR THE RESPONDENTS OF THE STUDY

For efficient and effective data gathering through the online survey, all respondents, who are the **school administrators of Annex Schools** shall do the following:

Step 1. Log-in the link: <https://bit.ly/Annex-School-Survey>.

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: *“Needs-Based Training Program in the Establishment and Separation of Annex Schools among Administrators of DepEd 12.”*

Step 3: Click the button that corresponds to your respective SDO:

- Cotabato
- General Santos City
- Kidapawan City
- Koronadal City
- Sarangani
- South Cotabato
- Sultan Kudarat
- Tacurong City

Step 4. After filling-out the online survey, click the “submit” button.



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Enclosure 4 to Region Memorandum PPRD-2023-05:

ToR for Regional Functional Division Offices (RFDOs)

Regional Functional Division Offices	Terms of Reference
Office of the Regional Director	<ul style="list-style-type: none">• Provides general directions of this research undertaking.• Facilitates the conduct of this research survey through ICTU.
Policy, Planning & Research Division (PPRD)	<ul style="list-style-type: none">• Firms-up the details of the research study.• Takes charge in the validation and finalization of the online research survey questionnaire.• Manages the completion of the research project by coming up with a research-based intervention framework.• Leads in the formulation of the policy component of the research project.
Curriculum Learning Management Division (CLMD)	<ul style="list-style-type: none">• Ensures alignment of the research-based intervention program with the region's strategic directions on quality.• Provides technical support in the validation of the survey questionnaire to be used.
Human Resource Development Division (HRDD)	<ul style="list-style-type: none">• Provides TA in the development of training modules based on the research findings.• Provides support in the training component of the intervention for administrators of Annex Schools.
Quality Assurance Division (QAD)	<ul style="list-style-type: none">• Quality assures the region memorandum of the Online Survey Questionnaire and relevant issuances.• Conduct M&E on the varied phases of the proposed research-based intervention program as major output of the study.
Field Technical Assistance (FTAD)	<ul style="list-style-type: none">• Takes charge in providing technical assistance mechanisms at all governance levels.• Documents innovative and best practices of this research-based project to form part the Knowledge Management System of the region.• Provides technical support in the validation of the survey questionnaire to be used.
Administrative Division (AD)	<ul style="list-style-type: none">• Takes charge in the administrative aspects of the research project.
Finance Division	<ul style="list-style-type: none">• Provides TA in the financial component of the research
Education Support Services Division (ESSD)	<ul style="list-style-type: none">• Provides educational support services in the effective implementation of the project.



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Enclosure 5 Region Memorandum PPRD-2023-05:

ToR for Schools Division Offices (SDOs)

SDOs Functional Division Offices	Terms of Reference
Office of the SDS	<ul style="list-style-type: none"> • Provides overall directions of this online research undertaking at the division level. • Ensures effective support mechanisms of the proposed research-based intervention as the major output of the research project. • Directs the maximum involvement of the ITO in this undertaking by letting them perform the tasks mentioned below:
	<ul style="list-style-type: none"> • Information Technology Officer (ITO): <ul style="list-style-type: none"> - Facilitates the conduct of this undertaking by connecting closely with the administrators of the Annex Schools to ensure maximum response from the respondents. - Collaborates closely with the DPO & SEPS for Planning & Research.
Schools Governance Operation Division (SGOD)	<ul style="list-style-type: none"> • Takes charge in monitoring the wide dissemination of this online survey among administrators of Annex Schools. • Participates actively in the FGD. • Facilitates maximum participation of the following personnel under his/her own supervision to take the lead in this endeavor:
	<ul style="list-style-type: none"> • Division Planning Officer (DPO): <ul style="list-style-type: none"> - Ensures that the link for the survey is well disseminated to all respondents under his/her jurisdiction. - Provides technical assistance to respondents that need special support especially those which are in far flung areas. - Provides status updates to SGOD Chiefs as regards compliance of the concerned respondents. - Disaggregates data as basis in planning and programming. - Collaborates closely with the ITO and SEPS for Planning & Research for successful conduct of this undertaking.
	<ul style="list-style-type: none"> • SEPS for Planning & Research (PR): <ul style="list-style-type: none"> - Coordinates with the concerned respondents and participants to actively participate in the Online Survey and/or Online FGD.



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	<ul style="list-style-type: none">- Facilitates the harvesting, consolidation, processing of the data gathered within the context of the research agendum.- Collaborates closely with the ITO and PO to ensure the implementation of the intervention from this research undertaking.- Disseminates the results of the research undertaking in varied fora to inform stakeholders and decision makers.
Curriculum Implementation Division (CID)	<ul style="list-style-type: none">• Takes charge in ensuring that all respondents can participate in this online research survey in partnership with all the concerned PSDSs.• Leads in formulating contextualized mechanisms for effective implementation of the major output of this research undertaking.



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